

Microsoft Word 2019 Advanced

Duration: 1 Day

This course has been designed for experienced Microsoft Word users who wish to take advantage of Word's more advanced features which help to automate and standardise work.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

Section Breaks

- Dividing a document into sections
- Inserting headers, footers and page numbers in sections

Styles

- Using built-in styles
- Creating styles
- Applying styles to text
- Modifying styles

Table of Contents

- Creating a table of contents
- Updating a table of contents
- Formatting and deleting a table of contents

Other Useful Functions

- Working in outline view
- Master documents

Templates

- Creating and using a template
- Inserting an automatic date and time
- Editing the template

Mail Merge

- Creating the data source
- Creating the letter
- Performing the merge
- Creating labels
- E-merge

Macros

- Creating a macro
- Replaying a macro
- Storing macros

Track Changes

- Marking the changes
- Setting the track changes options
- Accepting/rejecting the changes
- Track changes views
- Locking the tracking
- To print tracked changes
- Tracking settings on the review tab in summary
- Comments
- Resolving comments
- Restrict document editing
- Compare documents
- Combining documents